

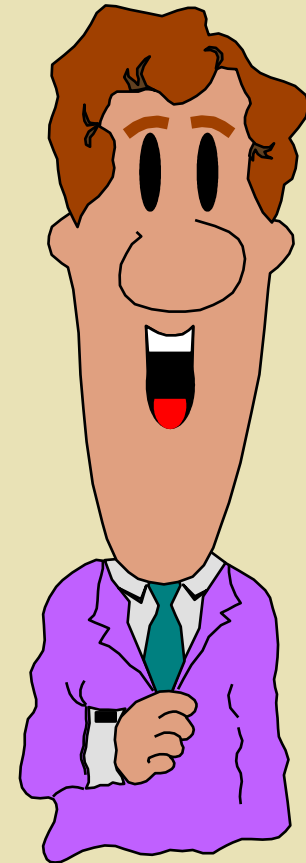
Licensing Program

◆ **GySgt Meza**



Licensing Program

- ◆ **Terminal learning objective**
- ◆ **Enabling learning objectives**
- ◆ **Evaluation**
 - **Written exam**



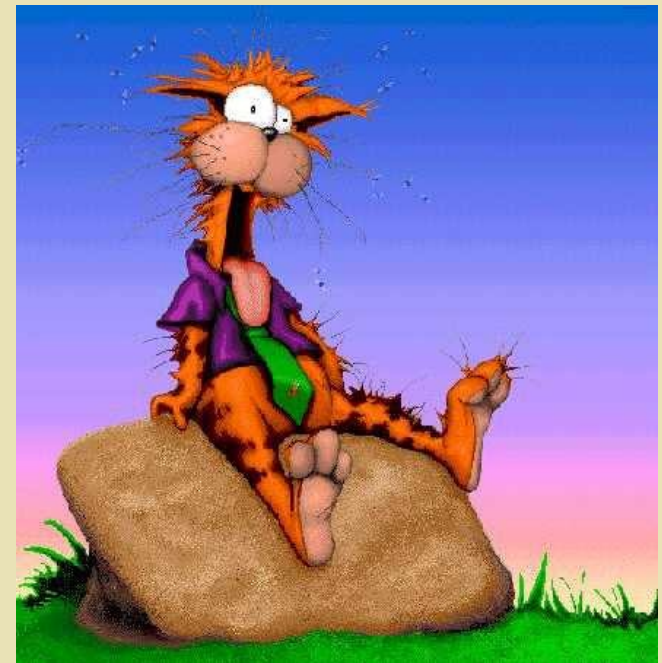
Licensing Officer

- ◆ **Designated in writing as additional duty by CO.**
- ◆ **Authority to license equipment they have access to and responsibility for.**



Licensing Officer

- ◆ ***Knowledgeable*** on equipment they are licensing.
- ◆ **Should understand limits on waivers.**
- ◆ **Officers restricted from operating GOV's**
- ◆ **Mission accomplishment.**



Licensing Examiner

- ◆ **Designated in writing by CO as additional duty.**
- ◆ **Knowledge of equipment operating techniques.**
- ◆ **Knowledge of test administration procedures.**
- ◆ **Checked periodically to ensure consistency of their test administration.**



Licensing Examiner

- **Licensed operator**
- **Supervisory status**
- **Trained by qualified instructors in:**
 - **Administration and evaluation of various exams**
 - **Testing procedures**



Questions ?

- ◆ **Licensing Officer**
- ◆ **Licensing Examiner**



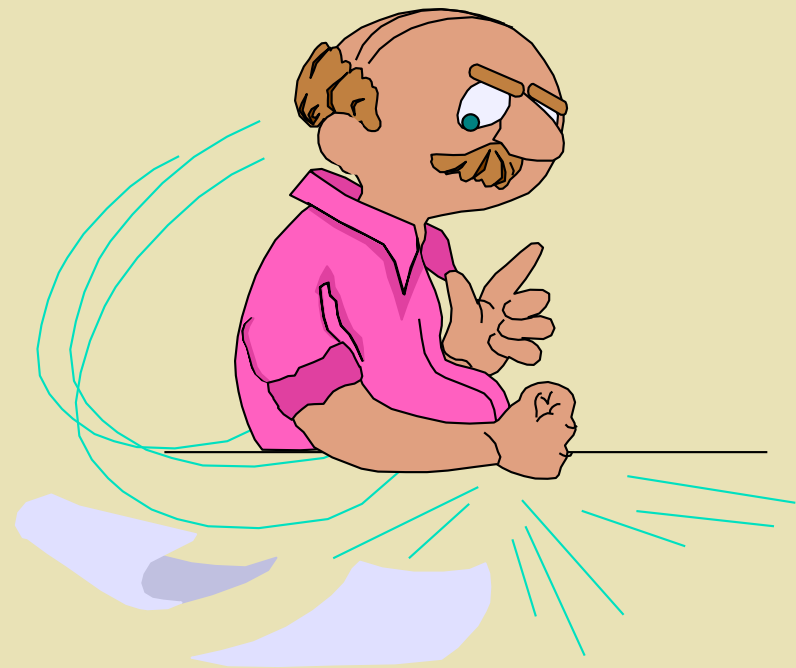


Questions To Class

- ◆ **Q) How are Officers and Examiners designated and by who?**
- ◆ **A) In writing, by CO**
- ◆ **Q) Examiners should be a licensed operator in a _____ status.**
- ◆ **A) Supervisory**

Applicability

- ◆ **Marines assigned as part-time or full-time operators shall be licensed IAW**
- ◆ **TM 11275-15/4 before operating.**



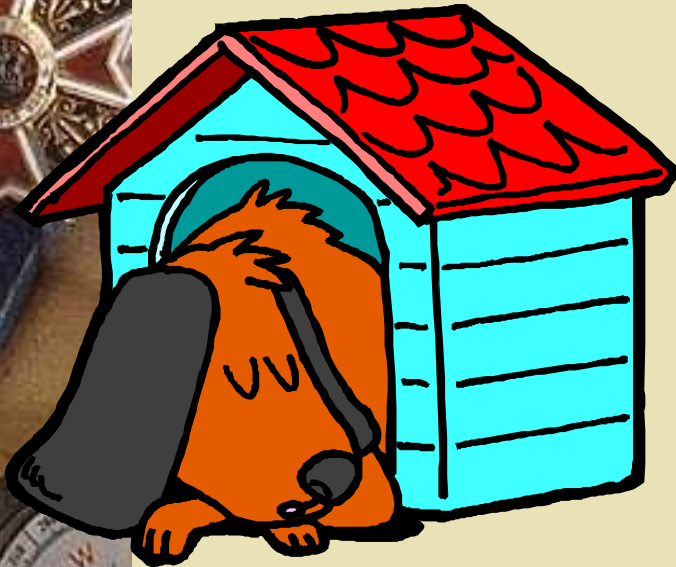
Applicability

- ◆ **1345's/1341's**
- ◆ **Additional duty operators**
- ◆ **Complete tests dictated by TM 11275-15/4 before license issued.**



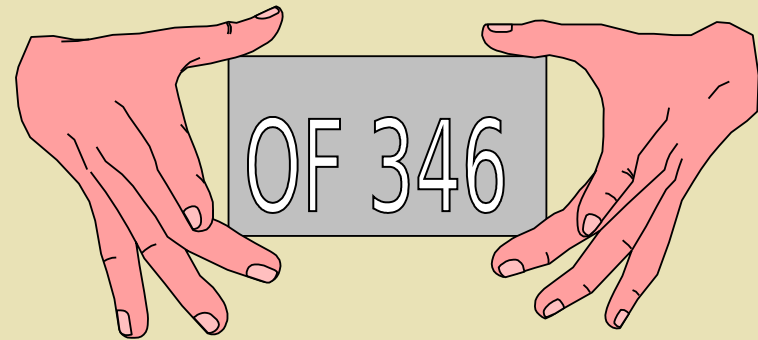
Applicability

- ◆ **Mechanics license issued to:**
- ◆ **Maintenance personnel who move engineer equipment within motor pool.**



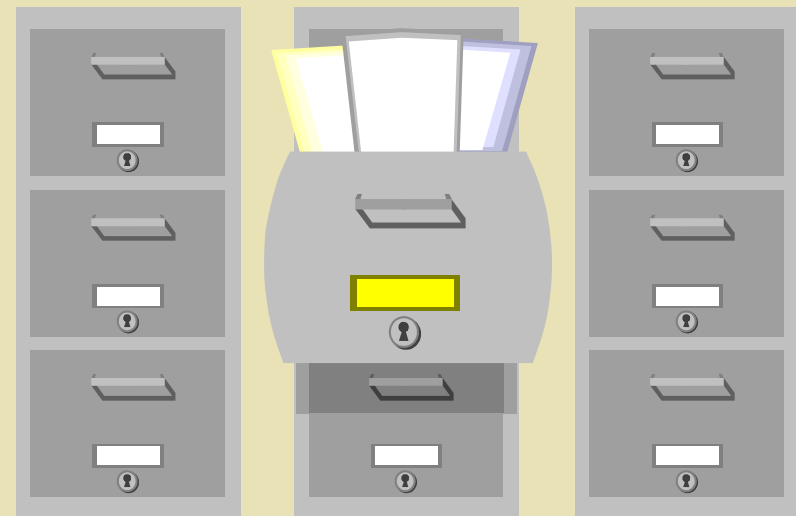
Applicability

- ◆ Every operator shall have in their *possession* the OF 346 while operating.



Recording Keeping

- ◆ **Large units will experience complex record keeping in their licensing programs.**
 - **More examiners should be considered.**





Record Keeping

- ◆ **CO/responsible senior signs Application**
- ◆ **CO relies on licensing officer and examiner.**
- ◆ **Examiner evaluates Application**
- ◆ **Officer will screen Application and ensures all data is transcribed to OF-346**
- ◆ **Examiner monitors administrative transactions I.E. test, files, medical waivers**



Record Keeping

- ◆ **Licensing examiner is responsible for administering the written and skill performance test.**

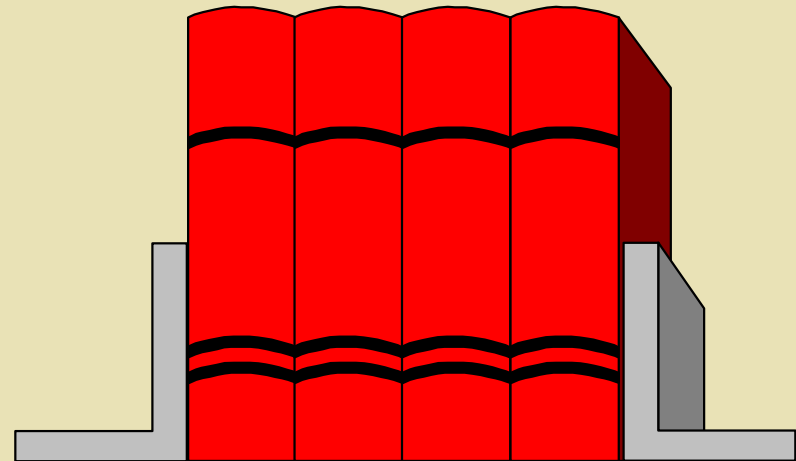


Record Files

- ◆ **3 Files and records mandatory.**
- ◆ **May be modified as required.**

Record Keeping

- ◆ **History file**
- ◆ **Action date file**
- ◆ **License log book**
 - **Adequate for licensing program.**





History File

- ◆ **Any folder will do.**
- ◆ **Contains all documentation dealing with licensing.**
- ◆ **Examples filed chronologically are:**

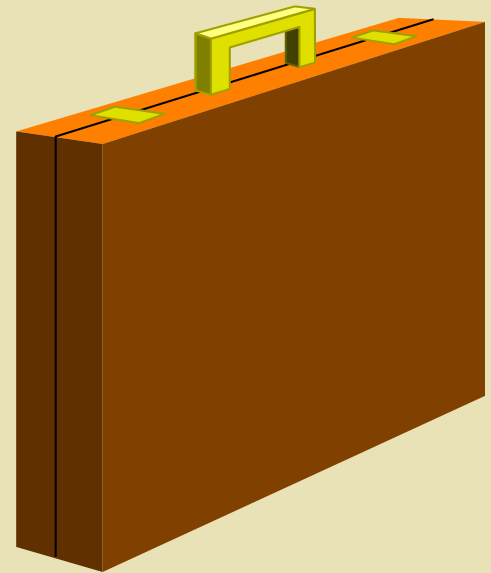


History File

- **Application**
- **Examiner's interview notes**
- **Tests**
- **Special action**
- **Notifications and letters**
- **Date next required action entered on front cover**

History File

- ◆ **PCSing, Marines will take their history file to their receiving unit.**
- ◆ **Retained for 3 years following last date of entry.**





Action Date File

- **3x5 note cards**
- **Numbered 1-52**
- **Contains applicants requiring action on their OF-346 for that week.**



Action Date File

- ◆ **1st week the month**
 - **Examiner removes cards for the following month**
 - **Develops list of actions for CO :**
 - **Required**
 - **Expected**



Action Date File

- ◆ **Contact Marines eligible for action.**
- ◆ **Examiner develops a schedule Two Weeks in advance for testing of Marines.**



Action Date File

- ♦ **Examiner -**
 - **Discards cards when “Required Actions” are initiated or completed.**



Action Date File

**Resubmits information
copy of earlier list to
CO.**

- ◆ **Line out names that
completed licensing
process.**
- ◆ **Tells CO what licensing
actions were completed.**



License Log Book

- **Hard cover book adequate.**
- **Contains entries of OF 346 issued to each individual.**
- **Required data:**

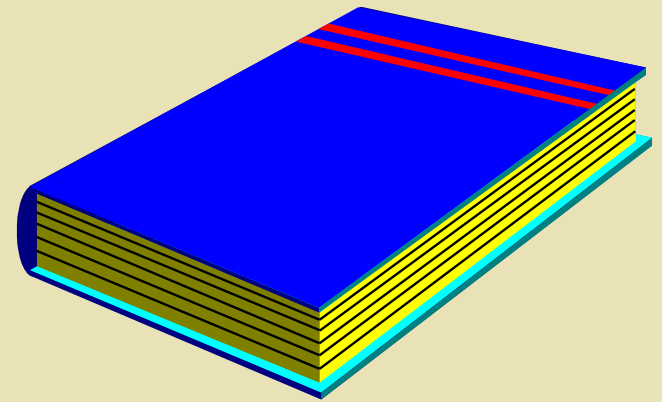


License Log Book

- ◆ **License number**
- ◆ **Issue date**
- ◆ **Equipment**
- ◆ **Type of license**
- ◆ **Restrictions**
- ◆ **Expiration date**
- ◆ **Applicant's
name**

License Log Book

- **Any numbering system.**
- **No two current licenses have the same number**
- **Retained 3 years following last entry**





Questions ??

- ◆ **Applicability**
- ◆ **Record Keeping**
- ◆ **History File**
- ◆ **Action Date File**
- ◆ **License Log Book**



Questions To Class

- ◆ **Q) Personnel are licensed IAW:**
- ◆ **A) TM 11275-15/4**
- ◆ **Q) While operating, operators must have in their possession a _____.**
- ◆ **A) OF 346**
- ◆ **Q) History folders are retained for _____.**
- ◆ **A) 3 years**
- ◆ **Q) Any card numbering system may be used as long as what?**
- ◆ **A) No two current licenses have the same number**



Licensing

- ◆ **Application For Licensing**

Application

- ◆ **Physical exam by qualified medical personnel is a prerequisite.**
- ◆ **Examiner evaluates Marine, file application for recommendation.**
- ◆ **Assist in completion of Part I**
- ◆ **CO signs**



Physical Requirements

- ◆ **Proceed to aid station with medical evaluation.**





Physical Requirements

- ◆ **Testing includes**
 - **Vision**
 - **Height and weight**
 - **Hearing**
 - **Age**
- ◆ **These standards are tested upon entry into MC and periodic exams except:**
 - **Depth perception**



Physical Requirements

- ◆ **Age 36, physical every 3 years**
- ◆ **Over 36, physical every year**



Vision

- ♦ **3 specific areas:**
 - **1) Acuity**
 - **2) Color perception**
 - **3) Depth Perception**



Vision (Acuity)

- ◆ **Measures ability to see details at a distance.**
 - **Wear glasses to eye exam**
 - **Vision correctable to 20/20**
 - **Not correctable, disqualified**
 - **Wear glasses while operating**
 - **Restrictions block, OF 346**



Vision (Color Perception)

- ♦ **Falant Lantern Test**
- ♦ **N/A engineer equipment**



Vision (Depth Perception)

- ◆ **Determines how well a Marine can use binocular vision to judge distances.**
 - Fail, disqualified to operate
 - Not waiverable

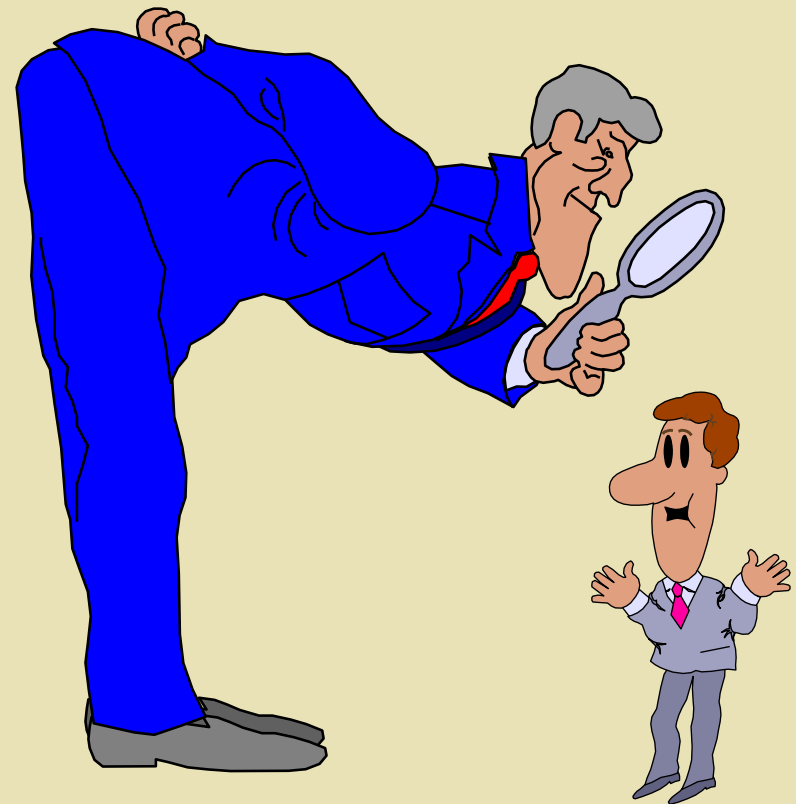
Vision (Depth Perception)

- ◆ **Special arrangements must be made, not given **routinely**.**



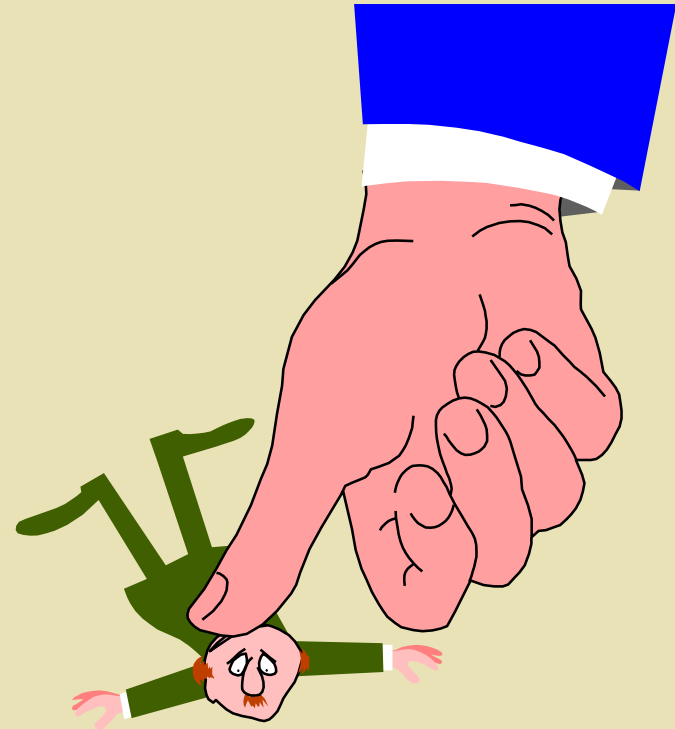
Height and Weight

- ◆ **66 inches**
- ◆ **Can be waved**



Height and Weight

- ◆ **Medical confirms
Marine does not meet
height requirement,
Licensing Officer may:**
 - **Disqualify, stop any
further evaluation.**
 - **Request waiver,
allow evaluation to
proceed.**



Hearing

- ◆ **No requirement for Heavy Equipment**
- ◆ **Use hearing protection!!!**



Age

- ◆ **No age requirement.**
- ◆ **Maturity of the individual should be taken into consideration.**



Other restrictions

- ◆ **Record equipment limitations.**
- ◆ **I.E. Tram with bucket**
- ◆ **Physical limitations, (epilepsy)**





Medical Memorandum

- ◆ **Used for initial and renewal of license.**
- ◆ **Use memorandum located in TM.**



Medical Memorandum

- ◆ **Recording the action**
 - **Medical approves physical requirements, examiner dates:**
 - **Block 13, of Part II of application**

Questions ???

◆ **Physical Requirements**

- **Vision**
- **Height/Weight**
- **Hearing**
- **Age**





Questions To Class

- ◆ **Q) What is not tested upon entry into the MC?**
- ◆ **A) Depth perception**
- ◆ **Q) Vision must be correctable to____.**
- ◆ **A) 20/20**
- ◆ **Q) Measures ability to see details at a distance.**
- ◆ **A) Acuity**
- ◆ **Q) What is the age requirement?**
- ◆ **A) None**



Procedures

- ◆ **Examiner screens newly assigned personnel**
- ◆ **SRB for initial or upgrade of license**
- ◆ **Schedule required tests**
- ◆ **Update Action date file**
- ◆ **Ensure files are established, test schedule.**
- ◆ **Maintain continuity**



Equipment Knowledge/Awareness

- ◆ **Physically qualified**
 - **Initial or re-licensing for reason of revocation.**
 - **Operators must prove satisfactory knowledge/awareness of equipment.**



Equipment Knowledge/Awareness

- ◆ **Tests will cover the following:**
 - **Identify major components including their basic functions**
 - **TM's/LO's**
 - **PMCS**
 - **Equipment safety devices**



Written/Oral Test

- ◆ **Conducted per TM 11275-15/4.**
- ◆ **Mastered before skills performance test.**



Written/Oral Test

◆ **Oral?**

- **English not primary language**
 - **Reading deficiencies**
- ## ◆ **Vary exam questions.**



Written/Oral Test

- ◆ **Non-Masters**
- ◆ **48 hours/60 days** following test date.
- ◆ **File ALL exams in History folder.**
- ◆ **Safeguarded & controlled.**



Skill Performance Test

- ◆ **Master physical and written exam.**
- ◆ **Demonstrate operating skills**
- ◆ **Opportunity to train**
- ◆ **CO may require of new joins**
- ◆ **Safety is Paramount**

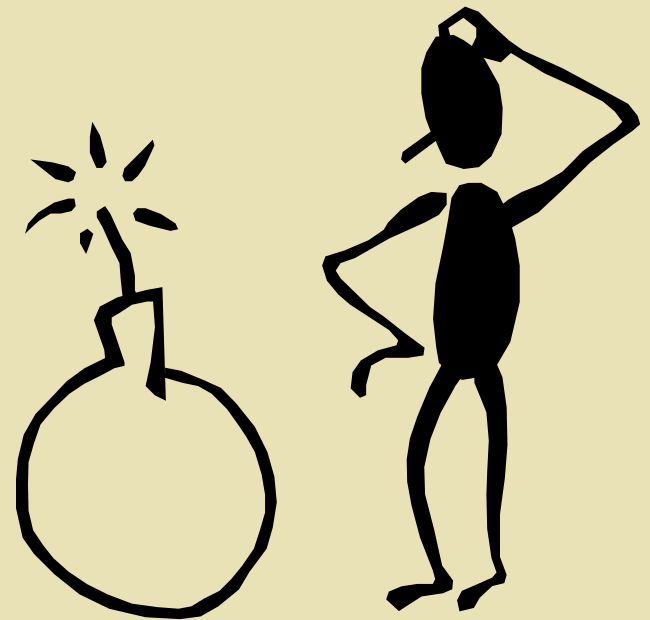


Training Methods

- ◆ **FORMAL COURSES**
 - **Ft. Leonard Wood**
- ◆ **MCI's**
- ◆ **FACTORY TRAINING**
 - **Mobile training unit**
 - **Course at factory**
- ◆ **ON-THE-JOB TRAINING**
 - **Unit**

Training Methods

- ◆ **Essential for safe and effective operation**
- ◆ **Must include these 7 areas:**



Training Methods

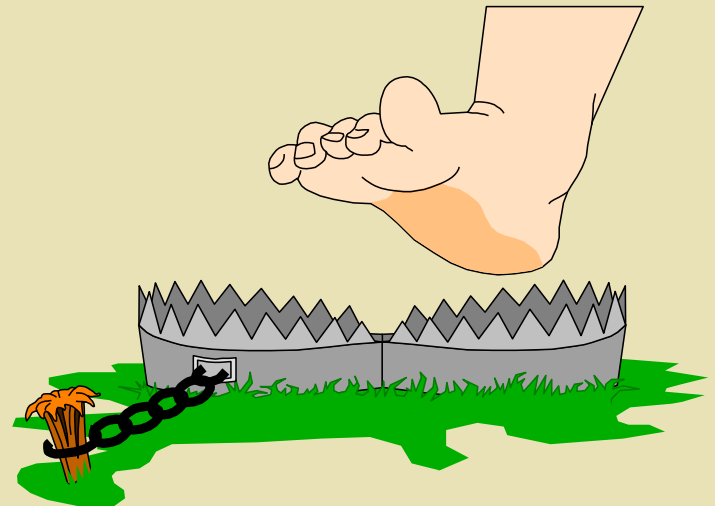
- ◆ **1) Equipment Characteristics and Components**
- ◆ **Knowledge of:**
 - **Principles/functions**
 - **Checks/PMCS**
 - **OP manuals**



Training Methods

♦ 2) Safety Procedures

- Emphasis on safety
- Explosives see MCO 8023.2



Training Methods

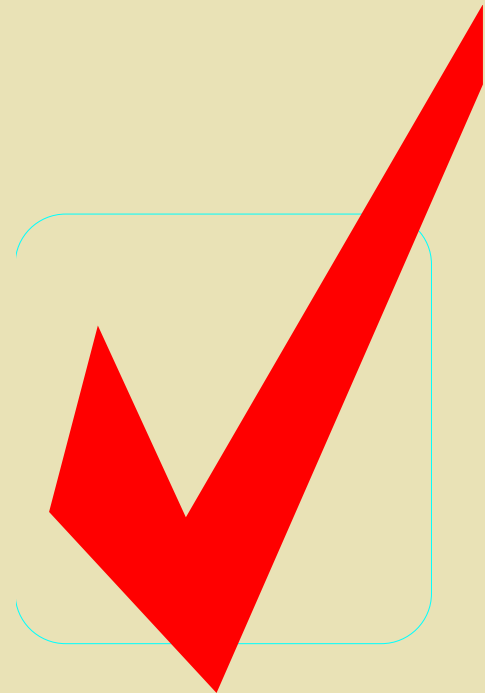
- ◆ **3) Tools and Equipment**
 - Gain knowledge of essential tools
 - SL-3 inventories



Training Methods

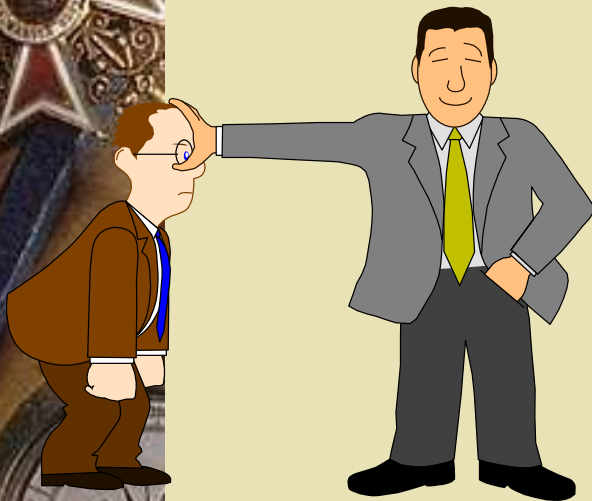
◆ 4) Operators Maintenance

- Before
- During
- After



Training Methods

- ◆ **5) Starting, Operating, Stopping Procedures**
 - **Starting equipment**
 - **Normal operations**
 - **Stopping/shutting down**



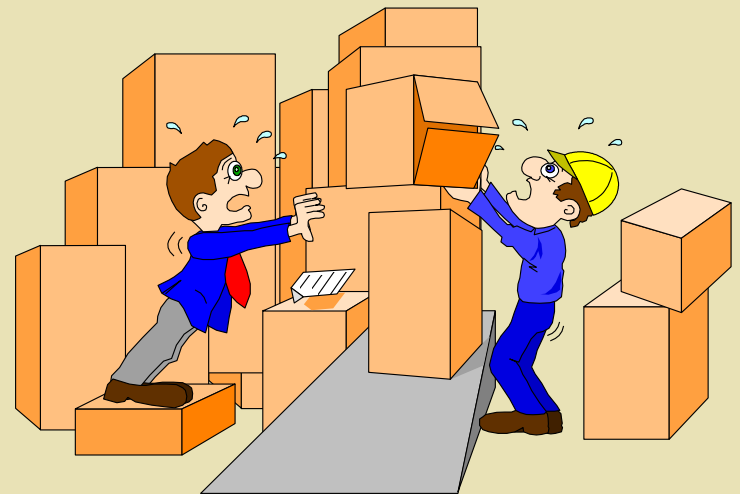


Training Methods

- ◆ **6) Field Expedients/Repair and Recovery Operations**
 - **Temporary repairs to move equipment to maintenance facility**
 - **Some expedient repairs more harm than good**
 - **Jump Starting**
 - **Familiar w/recovery ops**

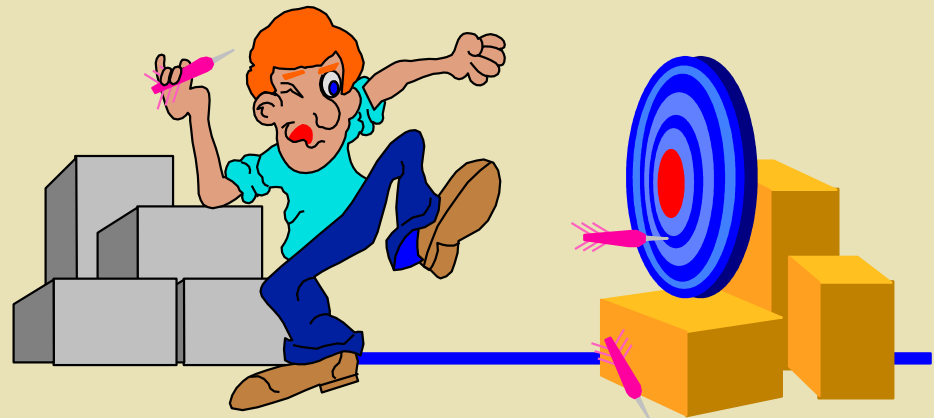
Training Methods

- ◆ **7) Hand and Arm Signals**
 - Familiar with equipment operating
 - Comm. with ground guide
 - Study TM's



Skill Performance Test

- ◆ **Reasons to Terminate**
 - **Safety**
 - **Mechanical**
 - **Unsafe operating condition**





Skill Performance Test

◆ **Terminate if applicant:**

- **Lack of operating skill**
- **Nervous/Not confident**
- **Unsat physical condition**
- **Willful recklessness**
- **Involved in an accident**
- **Refuses/Unable to follow directions**



Skill Performance Test


◆ **Unsuccessful Applicants:**

- **Critique**
- **Demonstrate correct way**
- **Retest NET 48 hours, NLT 60 days**

Skill Performance Test

- ◆ Retain **ALL** score sheets in History File
- ◆ Fill out Item 13, Part II of app. (pg. C-3)






License Issuing Procedures

◆ Examiner:

- Part I & Part II
- Block 14 (corresponds w/OF 346)
- Sign Block 15

◆ Initial/Renewals


- Blocks 18 thru 22a



License Issuing Procedures

◆ **Duplicates**


- **Blocks 18 thru 21**
- **Based on SRB/History File**



License Issuing Procedures

◆ Examiner then:

- Prepares OF 346 (Both sides)
- Issue license number
- Copy of app to Action Date File
- S-1
- S-1 initial 22b
- Applicant returns original copy
- Record information in log book



License Issuing Procedures

◆ Upgrade

- Additional equipment
- Add to 0F 346
- Licensing Officer **WILL** sign each new entry



OF 346

- ◆ **8 items of equipment or more:**
 - **Front of 2nd OF 346 contains only name and original license number.**
 - **Type “Page 2” in restriction block.**
- ◆ **Renewals**
 - **Complete new OF 346 identical to expired OF 346**



OF 346

◆ *Duplicates*

- **Verify applicant held OF 346 by reviewing history file or SRB.**
- **“Duplicate” in the front, top margin of the OF 346.**
- **Expiration date same as previous OF-346.**
- **Complete the duplicate license as previously described.**



Disqualification

- **Double check all requirements and ensure all required actions were taken.**
- **Notify the Marine's Commanding Officer after making the appropriate entries.**
- ***Medical Failure* - Licensing officer will determine if the disqualifying medical items are waiverable.**
- **If waiverable, the licensing officer must inform the Commanding Officer and request whether the CO desires a waiver be granted.**



Disqualification

- ◆ **Enter the following notation in Part II, item 17**
 - **“Disqualification from licensing/physical requirements. Medical certification is required prior to submitting a new application.”**
- ◆ ***Equipment Knowledge Failure***
 - **Block 17 enter, “Not Qualified. Recommend further study/training.”**



Disqualification

- ◆ **Skill Performance Failure**
 - **Block 17 enter, “Not Qualified. Recommend further practice.”**
- ◆ ***Denial Because of Recklessness, Attitude, Accident, Etc.***
 - **Enter brief description for denial of license. “Recommend disqualification until applicant demonstrates proper skills and attitudes to operate equipment safely and responsibly.”**



Disqualification

- ◆ **Check Block 22a requesting page 11 entry.**
- ◆ **Forward application to licensing officer for review and Unit CO's approval prior to requesting page 11 entry.**
- ◆ ***Notification Action* - Licensing officer signs Part III and sends it to the CO.**
- ◆ **Constitutes notification to applicant's CO.**



Revocation

- **CO's authorized to revoke OF-346 for 90 days or more.**
- **Revoked licenses will be destroyed or returned to the licensing officer for proper disposition.**
- **If CO returns the OF-346 to the licensing officer, "Revoked Until Date" should be written across the license and filed in the Marines History File.**
- **Complete retesting is required.**



Revocation

♦ *Reasons For Revocation*

- Alcohol
- Controlled substances, other than those prescribed by a Medical Officer.
- Receiving a citation
- Found liable for causing a reportable accident while operating tactical engineer equipment.
- Co's discretion for cause. (misuse or abuse)



Suspension

- ◆ **CO's may suspend licenses, for cause, for periods of up to 90 days.**
- ◆ **CO will then confiscate the OF-346 and hold it until the suspension is expired.**
- ◆ **OF-346 then returned Marine without formal licensing processing.**
- ◆ **No retesting is necessary unless CO requires it.**
- ◆ **If testing required, Marines required to complete entire testing procedure.**



Licensing Program

- ◆ **Recording Action for Revoked or Suspended OF-346**
 - **All documents related to the Marine's operating status must be filed in the individual's History File.**
 - **Update Action Date File.**
 - **Make appropriate SRB/OQR entry.**

Licensing Program

- ◆ **Are there any questions?**





Questions

- ◆ **Q) What are the required records and files necessary to manage a licensing program?**
- ◆ **A) History file, action date file, licensing log book.**
- ◆ **Q) Applicants who fail the skill performance test may retest?**
- ◆ **A) After 48 hours but within 60 days.**

15 Min Break

